DUTY STATEMENT
DS 3022 (1/2015)

<div align="center">

DEPARTMENT OF DEVELOPMENTAL SERVICES
INFORMATION TECHNOLOGY DIVISION
PORTFOLIO PLANNING MANAGEMENT
PORTFOLIO PROJECTS

DUTY STATEMENT

</div>

JOB TITLE: Information Technology Specialist II   **POSITION #:** 472-519-1414-908

WORKING TITLE: Lead Technical Architect   **EMPLOYEE:**

POSITION DESCRIPTION: Under the general direction of the Information Technology Division Portfolio Planning Management Branch Chief and the Information Technology Specialist II (Project Manager), the incumbent is responsible for business analysis and system architecture activities. The incumbent is responsible for creating, updating, and maintaining project-related systems architecture and interface, and technical systems documentation. The incumbent acts as a subject matter expert to provide the project team with support, guidance, and oversight related to technical systems architecture related issues.

DOMAINS:	Business Technology Management:	moderate skills
	Client Services:	moderate skills
	Information Security Engineering:	moderate skills
	IT Project Management:	moderate skills
	Software Engineering:	critical skills
	System Engineering:	critical skills

SUPERVISION EXERCISED: None

SUPERVISION RECEIVED: Position reports to and is under general supervision of the Information Technology Division Portfolio Planning Management Branch Chief (Information Technology Manager I).

Essential Job Functions:

40%   Document systems architecture and all interfaces with the reimbursement system, both internal and external. Create system hardware and software documentation. Produce and maintain technical system documentation. Define, clarify and approve technical requirements. Act as a lead in identifying and tracking the technical issues and risks associated with DDS critical systems. Utilize standard iterative project management and systems development lifecycle methodologies and iterative development to achieve project objectives and continuously meet customer needs.

15%   Participate in regular staff meetings (Departmental, Division, Section), project meetings (daily stand-ups, weekly status, weekly data governance, monthly steering committee, agency/CDT updates), and procurement specific meetings (RFP development, evaluation and scoring, confidential discussions and demonstrations). Prepare for and report on assigned agenda items and status updates. Report issues and risks.

15%   Work with Data Governance on data definitions and data classifications. Work with data governance and conversion preparation team(s) to define data element descriptions and business rules specific to legacy data as well as enterprise-wide data governance.

15%   Work with stakeholders to meet project deliverables and due dates. Participate in procurement activities including statements of work, requirements, minimum qualifications, proposal evaluations and scoring, vendor demonstrations.

10%   Provide technical guidance and advise the project team on program enhancements/changes. Provide oversight for the new solution, ensuring that it meets the Department's Enterprise Architecture strategic requirements. Work on program specific findings as noted in Oversight and Independent Validation & Verification Findings and Reports. Act as the technical departmental liaison with parties external to the department concerning system and project related issues.

Marginal Job Functions:

5%   Complete other required duties within the scope of this position.

WORKING CONDITIONS:

- Open-spaced partitioned offices.
- Prolonged periods on a personal computer up to 90% of the time.
- Occasional required to move and transport objects weighing up to 25 pounds.

DESIRABLE QUALIFICATIONS:

Knowledge of: System and software design principles, standards, and best practices; system development methodologies and life cycle; testing practices; project management principles; State and federal architecture frameworks, and the administration of those frameworks; department's goals and policies.

Ability to: Apply business analysis principles and procedures. Work in a matrixed team environment inclusive of technical staff, program staff, and vendors. Develop and maintain cooperative and harmonious relationships with department, regional centers, other state departments, and the public. Analyze situations accurately and take effective action. Reason logically. Analyze data and present ideas and information effectively.

CERTIFICATION OR LICENSE: None.